



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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January 07, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
AS-NEEDED LANDSCAPE ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
VARIOUS COUNTY PROJECTS  
AWARD CONSULTANT SERVICES AGREEMENTS  
(ALL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This action is to approve five consultant services agreements for a not-to-exceed fee of \$1 million each for as-needed landscape architectural/engineering design services for a 3 year term plus two 1-year extension options each.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Award and authorize the Director of Public Works, or her designee, to execute consultant services agreements with Willdan Engineering; Calvin R. Abe & Associates, Inc., doing business as AHBE Landscape Architects; Gruen Associates; MLA Green, Inc., doing business as Mia Lehrer + Associates; and Tatsumi and Partners, Inc., to provide as-needed landscape architectural/engineering design services for various County projects for a 3 year term plus two 1-year extension options for each firm. The consultant services agreements shall be for a maximum, not-to-exceed amount of \$1 million each for a combined total of \$5 million. The term of each consultant services agreement shall commence on the date of the full execution of the contract unless otherwise modified, and shall extend for a period of three years from such commencement date. The expiration of the consultant services agreement is subject to the following condition: Where services for a given project have been authorized by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

2. Delegate authority to the Director of Public Works, or her designee, to exercise the two 1-year extension options on the above-referenced agreements at the discretion of the Director of Public Works, or her designee, based upon the level of satisfaction with the services provided.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended consultant services agreements will expand the Department of Public Works' (Public Works) ability to provide landscape design services on an as-needed basis and help assure that we can continue to provide high-quality projects within desired timeframes. Use of as-needed consultants allows Public Works to rapidly obtain design services by supplementing our in house landscape architectural/engineering design capabilities thereby expanding the breadth of available expertise and the ability to meet project schedules during peaks in workload.

## **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by the use of as-needed consultant services agreements to better manage fluctuations and increases in workload while providing quality services in a responsive manner to our clients.

## **FISCAL IMPACT/FINANCING**

No direct impact to the County's General Fund is expected from this action. These agreements will be funded from appropriate project budgets and expended as the individual projects are approved by the Board.

The maximum, not-to-exceed amount of each consultant services agreement is \$1 million, totaling \$5 million in the aggregate for the five consultant services agreements.

Expenditures for the subject services incurred by the Public Works Internal Service Fund-Capital Project Management Program will be reimbursed through approved individual project budgets.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements will be in compliance with the Chief Executive Officer's and the Board's requirements.

The agreements will contain terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation will be on file with Public Works.

The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

The consultant services agreements include a cost-of-living adjustment provision in accordance with the Board policy, which was approved on January 29, 2002.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed action is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action, to award as-needed agreements for landscape architectural/engineering design services, is an administrative activity of government, which will not result in direct or indirect changes to the environment. We will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

### **CONTRACTING PROCESS**

On September 6, 2012, Public Works issued a Request for Proposals (RFP) to 44 firms and also listed this contract opportunity on the County's "Doing Business with Us" website. A copy of the website posting is enclosed. On October 25, 2012, 19 firms responded to the RFP. An Evaluation Committee, consisting of Public Works' technical staff evaluated the proposals. Evaluation of the proposals was based on the firms' technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on their review and evaluation of the proposals, the Evaluation Committee recommended Willdan Engineering; AHBE Landscape Architects; Gruen Associates; Mia Lehrer + Associates; and Tatsumi and Partners, Inc., as the best-qualified firms to perform the specified services. Public Works has determined that the firms' proposed rates for performing the services are reasonable.

The five selected firms' Community Business Enterprises participation data and 3-year contracting histories are on file with Public Works.

Public Works has evaluated and determined that Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended contracts.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreements. These consultant services agreements will provide necessary as-needed landscape architectural/engineering design services to support various County projects in an efficient manner, enhancing the delivery of County Capital projects.

### **CONCLUSION**

The Honorable Board of Supervisors

1/7/2014

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Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division, and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'WTF', followed by a long horizontal line.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

SW:RB:rp

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Public Works

**Bid Detail Information****Bid Number :** AED7739824**Bid Title :** As-Needed Landscape Architectural/Engineering Design Services**Bid Type :** Commodity**Department :** Public Works**Commodity :** ARCHITECTURAL SERVICES - LANDSCAPE**Open Date :** 9/6/2012**Closing Date :** 10/25/2012 3:00 PM**Bid Amount :** \$ 1,000,000**Bid Download :** Not Available

**Bid Description :** The County of Los Angeles Department of Public Works is requesting proposals from qualified firms to provide as-needed landscape architectural/engineering design services for various locations throughout Los Angeles County.

You must register for this specific project (in addition to other County registrations) at the County of Los Angeles Department of Public Works website:  
<http://dpw.lacounty.gov/general/constructioncontracts/>  
Select "As-Needed Landscape Architectural/Engineering Design Services" and register using facebook, google, etc. Your firm's name will appear on the list if properly registered. Continue to check this website for this project for any updates.

There are no preproposal meetings scheduled.

The Department of Public Works Architectural Engineering Division, Project Management Division I, and Project Management II will primarily be utilizing this contract.

Please E-mail any questions to [CWONG@dpw.lacounty.gov](mailto:CWONG@dpw.lacounty.gov).

To obtain a copy of the Request For Proposals and Attachment 6 and NOTICE TO PROPOSERS [AClick here](#)

**Contact Name :** Cheryl Wong**Contact Phone# :** (626) 300-2330**Contact Email :** [CWONG@dpw.lacounty.gov](mailto:CWONG@dpw.lacounty.gov)**Last Changed On :** 10/18/2012 11:31:36 AM

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